



HABEAS CORPUS RESOURCE CENTER

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Volunteer Application

The Habeas Corpus Resource Center (HCRC), located in San Francisco, was established as a judicial branch agency to provide direct legal representation to death row inmates in post-conviction proceedings in state and federal courts. In addition, HCRC acts as a resource center to outside counsel for the defense of death row defendants.

HCRC offers volunteer opportunities throughout the year, as well as both paid and unpaid legal intern opportunities during the summer months for law students. All applicants will be carefully screened for background, experience, and skills. Positions will be filled according to the needs of the agency. In order to be considered for a volunteer opportunity, please complete the following application and include a copy of your resume.

Please note: If you wish to apply for a summer legal internship, please visit <http://www.hcrc.ca.gov/> for internship application instructions. If you wish to apply for employment, please visit the California Courts Career Opportunities web page (<http://www.courtinfo.ca.gov/careers/jobshcrc.htm>) for current openings and an employment application. Current volunteers and interns are eligible to apply for paid positions at HCRC during a recruitment. However, an individual who has submitted an application in a pending recruitment will not be considered for a volunteer opportunity until the recruitment is closed. If you are interested in becoming appointed counsel for death penalty habeas corpus proceedings, please visit the capital appointments information page (http://www.hcrc.ca.gov/habeas_recruitment).

Today's date:

Name:

Street address:

City/state:

ZIP code:

Telephone number:

Mobile phone number:

Fax number:

Email address:

1. Have you submitted an application in a pending recruitment for HCRC employment? If yes, please indicate the position number.

☐ **Yes**

☐ **No**

Position number _____

2. Are you over 18 years of age?

☐ **Yes**

☐ **No**

3. Were you ever discharged or rejected during probation, or have you resigned under threat of discharge or unfavorable circumstances from any employment? You may omit any incident occurring over 10 years ago.

☐ **Yes ***

☐ **No**

* If your answer is yes, provide details below.

4. Current employment status:

☐ **Full-time**

☐ **Part-time**

☐ **Not employed**

☐ **College/grad student**

☐ **High school student**

☐ **Retired**

5. If you are a student, please provide:

Name of school: _____

Course of study: _____

6. If you are a student, does your school require you to complete community service hours?

☐ **Yes**

☐ **No**

7. If you are employed, please provide:

Employer name: _____

Employer address: _____

Occupation: _____

8. Do you speak any languages other than English? If so, please indicate:

Language: _____

Conversational fluency:

☐ **Fair**

☐ **Good**

☐ **Excellent**

Writing fluency:

☐ **Fair**

☐ **Good**

☐ **Excellent**

Reading/translating fluency:

☐ **Fair**

☐ **Good**

☐ **Excellent**

Language:

Conversational fluency:	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Writing fluency:	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Reading/translating fluency:	<input type="checkbox"/> Fair	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

9. Have you worked on habeas corpus cases before? If so, please describe your experience.

10. Please let us know about any special skills and abilities you would like to use or develop as a volunteer.

11. For each computer application listed below, state your experience and provide examples below.

	Expert	Good	Beginner	None
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

12. Please provide detail regarding your availability.

_____ to _____
Month/year **Month/year**

Estimated number of hours per week: _____

Days and times available (check all that apply):

	Time start		Time end
<input type="checkbox"/> Monday	_____	to	_____
<input type="checkbox"/> Tuesday	_____	to	_____
<input type="checkbox"/> Wednesday	_____	to	_____
<input type="checkbox"/> Thursday	_____	to	_____
<input type="checkbox"/> Friday	_____	to	_____

Other scheduling information:

13. Why are you interested in being a volunteer at HCRC? What do you hope to gain from the experience?

14. How did you hear about HCRC?

15. Please provide two professional or academic references such as a past or present supervisor or teacher.

Name: _____
Street address: _____
City/state: _____
ZIP code: _____
Telephone number: _____
Relationship to you: _____
How long have you known this person? _____

Name: _____
Street address: _____
City/state: _____
ZIP code: _____
Telephone number: _____
Relationship to you: _____
How long have you known this person? _____

Please send your completed application and resume to:

Lauren Houde
Habeas Corpus Resource Center
50 Fremont Street, Suite 1800
San Francisco, CA 94105

Or email both documents to lhoude@hcr.ca.gov.

Thank you for your interest!